



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board
Policy & Planning/Assessment & Evaluation Committee
Thursday, July 26, 2007 @ 10:00 A.M.
Teleconference Number: 1.800.315.6338 Code 2942
Meeting Minutes**

- **Call to Order:** Neal Foster, Chair; Scott Clark; MJ Longley; Chris Gregg, Fred Villa
- **Staff:** Louise Dean, Project Coordinator/AWIB, Jim Schol, Project Coordinator/AWIB, Bejean Page, Administrative Manager/AWIB
- **Approval of Agenda, Chair**

Nothing added to the agenda – no action taken.

- **Approval of Minutes – 5/16/07**

MJ Longley made a motion to approve the minutes, seconded by Scott Clark. MOTION passed. This occurred later in the meeting after a quorum was present.

- **Action Items**

Strategic Directives and Top Priorities

Louise emailed the strategic plan to the committee but hasn't heard back from anyone yet. Neal said that we should keep it on the agenda for the next meeting and asked Louise to send it out to the committee again. She said that she will call committee members too if she doesn't get emails back.

- **Discussion Items**

Regional Advisory Councils

Neal asked if everyone has read the draft letter of what Jim has come up with to send to the regional councils. Jim read the draft letter to committee members.

Dear Alaskans:

The Alaska Workforce Investment Board (AWIB) has new energy in light of Governor Palin's support for expanded efforts for workforce development in Alaska. To meet this challenge, we look forward to meaningful partnerships with local



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governments, including Regional Advisory Councils, as we strive to create good jobs and careers for Alaskans.

We will move forward with the work of developing an AWIB statewide workforce development strategic plan that will prepare Alaskans for good jobs and careers, we will want and need the expertise of local organizations. Local expertise and information will be critical to the successful implementation of the strategic plan and we look forward to working with you.

AWIB staff is an all new team of dedicated professionals and we need your help to reestablish and refresh the Board's relationship with regional councils and other local organizations. Please send us a list of your team membership and contact information (e-mail addresses and fax numbers are particularly helpful). An electronic list would be great!

AWIB staff occupies the same office space in Anchorage at 1016 W. 6th Avenue Suite 105. Attached to this letter is a list of staff names, telephone numbers and e-mail addresses.

Thank you for taking the time to send us your organization's contact information and we look forward to a new and reenergized professional relationship.

Sincerely,

Greg Cashen
Director

Neal -wanted to know if we could combine this letter with the letter from 2006. That's part of the reason why we wanted to work with the regional councils and get more of a personal interaction and also ask them things like the AWIB helps to formulate policy on the statewide level where training dollars might go or where we need to focus on and we need to start on that ground level with the regions.

Louise- indicated her impression from the different meetings and discussion that have occurred around the RACs is that this initial letter is kind of an inventory to find out who the players are, get our list of contact people and then the next step would be to send out a letter including the kind of information you are talking about as far as more regional specific.

MJ - When we were down in Juneau we did see a listing of the current RACs and maybe they would like to have a copy of that too and maybe that is something they could update.



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Neal – I think it is good to definitely establish that base of who's out there and what their membership information is and maybe we could combine that and say ok who are you, who's all out there and what stage are you in?

Fred – I think probably on building the relationship with RAC I would make the comment that we need to build that relationship with them before we start trying to ask too much from them.

Neal – I totally agree on that if we included what we were looking for even from a general stand point so they could start at their next meeting they could consider that.

Fred – Let them know that we value their positions and give them something a jump off point to get their councils re-energized.

Neal – Maybe if we could get the letter out as soon as possible that way we could at least start calling some of the ones that are endorsed and get things going on that. Is there anything else on the RACs?

Fred - Suspects the executive board may be getting a request from the interior regional advisory board to make a brief presentation or host a council, discuss what they are doing and what they are engaged in so that is just kind of a heads up.

- **Travel wishes for outreach funds**

Neal asked if anyone was interested in getting traveling to the various regions especially once we start hearing briefings from the RACs.

MJ – I'd like the YK. I work a lot with the providers out there and travel that region.

- **Workman's Comp Legislation update (this was already passed) this section should be Legislation update**

Louise – I have been doing an analysis of the bylaws and the state statutes, state regulations and the workforce investment act. The statutes require there be four separate standing committees. Since the committees are combined should this committee review and make a recommendation to the board.

Neal – That actually came up and the full board voted on the combination because it was, somebody had come in and done a report to the AWIB on various things that could be done to try to improve the board and I can't remember who put that together.



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Louise – Even if it was a recommendation to get the committee members to participate it appears to be a violation of the statute, there are supposed to be four free standing committees.

Neal – Maybe check with Andy, I shot a message to Andy per our last meeting that this issue came up and so he is aware of what we are thinking but I don't know what the answer is on the statute and how that was dealt with. I seem to remember there was a discussion about that I just don't remember what the creative legal outcome of that was.

- **Other Items**

Board members attending meetings with staff - Louise discussed inviting, board members who are serving on committees to attend meetings with the staff that are related to the work of AWIB. This would be an opportunity for board members to become familiar with different agencies and organizations with workforce development issues and concerns. This also gives organizations an opportunity to see that AWIB is active and concerned.

Neal – I think that is a good idea, go forward with that.

Protocols for disseminating information to Board members - Louise –one thing that Tara mentioned in our last staff meeting if you wanted protocol for how to get information out to the committees from various meetings staff members attend. Do you think part of the process should be notes from each meeting or just an update at committee meetings, any thoughts on that?

Neal – I'd like to keep it as simple as possible, maybe from time to time when you've got some information or report you can just kind of at your discretion maybe shoot the committee members and email just giving us a short update, like it you went to a conference what it was about, what the general outcome was and then if there is any significant information that came out of that. And then if there is any interest from anybody they can get back to you and get more information.

Neal noted that the executive committee meetings are open to all the other board members so if anyone were interested in listening that would be encouraged and I look forward to that. So if nothing else we will adjourn.

- **Adjournment**

No Action taken.

Action Tracker



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WHO	WHAT	DUE BY	STATUS
Louise	Email strategic plan to committee members	<i>ASAP</i>	Sent strategic plan feedback very limited
Neal	Send Louise information from his binder	<i>ASAP</i>	
AWIB Staff	Look back to see how/why they combined the committees	<i>ASAP</i>	Done by motion no statute change
Jim Schol Louise Dean	Notify committee members of meetings attending and send notes after to those interested.	ongoing	ongoing